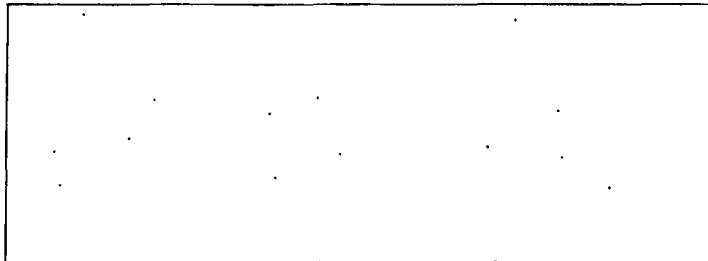


SCOPING – ANALYZING NEW REQUESTS



(b)(3)
cia

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WHO IS REQUESTING WHAT?

- REPRESENTATIVE OF FOREIGN GOVERNMENT
- FOREIGN LANGUAGE REQUEST
- THREATENING REQUESTER

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INFORMATION SUBJECT TO FOIA

- EXECUTIVE BRANCH AND FEDERAL GOVERNMENT
- AGENCY RECORDS
- PERSONAL (EMPLOYEE) RECORDS
- CONGRESSIONAL RECORDS

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UNDERSTAND THE 'CONTEXT'

- INITIAL QUESTIONS
 - TYPE OF REQUESTER?
 - FREQUENT REQUESTER?
 - SIMILAR REQUESTS?
 - REQUESTER PRONE TO APPEAL/LITIGATION?
 - FEE CATEGORY ASSIGNMENT – CONSISTENT?
 - WHAT SHOULD YOU EXPECT?

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DO NOT TASK

- ADMINISTRATIVE
 - Incorrectly addressed?
 - Referral?
- SUBJECT
 - Too General/Broad?
 - Vague?
 - Involves Research?
 - Asks Questions?
 - Seeking publicly available documents?
 - Pre-CIA?
 - Piggyback?

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SEARCHABILITY ISSUES

- IS THE SUBJECT UNFAMILIAR?
- NEED TO RE-SCOPE?
- SEEKING CLASSIFIED/UNCLASSIFIED RECORDS?
- RELEVANT TO CIA MISSION?
- DUAL FOIA/PRIVACY ACT?

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QUICK RESPONSE REQUESTS

- GIF
- SPR
 - Citizenship status; DOB; POB; Proof of Death
 - SSN Internet Search
 - RootsWeb.com; SSN index
- OPERATIONAL FILES
- REFER
- DIF
 - Glomar

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INITIAL SEARCH

HOW FAR WILL THIS CASE GO?

- SIMILAR CASES?
 - Previously released documents
 - Compare documents
 - Within 2 years – No Mandatory Re-Review
 - In-work documents (Piggy-back)

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RECOGNIZING SENSITIVE CASES

- WHAT CONSTITUTES A SENSITIVE CASE?
- HOW TO IDENTIFY SENSITIVE CASES?
- PROCESSING DIFFERENCES?

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